

GUIDELINES FOR PRESENTATION OF PAPERS

1. **Information for Contributors:** The authors are invited to send Extended Abstract of their papers relevant to the theme of the Conference for presentation at the Conference. Each author/co-author can contribute a maximum of one paper only. In the case of papers with multiple authors, they may indicate the name of the presenting author by an underline. The first author has to give an undertaking to the effect that his/her paper has not been previously published.

2. Format of Extended Abstracts

2.1. The extended abstract should not exceed 1,200 words inclusive of text, figures, graphs etc with 1.5 line space. Each A4 size page should have a margin of 30 mm at the top and 25 mm on other three sides. All pages of the extended abstract should be numbered consecutively starting from '1', and the page numbers are to be right aligned at the bottom of each page.

2.2. The extended abstract should be prepared as MS Word document file using "Times New Roman" characters for the text. All photographs and figures should be embedded in the MS Word document file in the appropriate location for completeness. However, they should be also submitted as separate jpeg or tiff format files for convenience of better reproduction, if found necessary.

2.3. The title of the extended abstract and the name(s) and address (es) of the authors including e-mail ID should be placed in the top of the first page. The title should be upper case, bold, font size 13; the name(s) of the author(s) should be title case, bold, font size 12; and the addresses of the author(s) should be title case, regular, font size 12, all being horizontally centered.

2.4. Kindly specify the session theme/ title, where you wish to include your abstract before the title.

2.5. The extended abstract may be organized under five sections if applicable: a) Introduction, b) Materials and Methods c) Results and Conclusions and d) References e) acknowledgement. These section titles are to be title case, bold, font size 12 and horizontally left indented.

2.6. Photographs, if any, will be printed in black and white.

2.7. The style of citing 'References' should be author(s) name and year within brackets {example: (Prusty and Azeez, 2007)}.

2.8. The listing of the 'References' at the end of the extended abstract in alphabetical order should follow the example as below

- a. Venugopal, B. (2000). 'Museums' Markets? Importance of visitors', *Journal of Indian Museums*, XLII: 68-70.
- b. Venugopal, B. (2002). Museum Visitor Studies. National Museum Institute: New Delhi: Pages 114.
- c. Venugopal, B. (2006). 'Touch, Feel and Learn Garden, a new resource centre,' Paper presented in absentia, 12th World Conference of ICEVI. Malaysia.

2.9. The manuscripts not prepared in the stipulated format are liable to be rejected.

3. Selection of Papers

3.1. The participants should submit Extended Abstract of the paper to be presented, before the last date specified.

- 3.2. The abstracts will be evaluated by a Technical Committee for their suitability for presentation.
- 3.3. The decision of the Technical Committee in this regard will be final and irrevocable. Acceptance or rejection of the abstract will be communicated through e-mail only.
4. **Presentation of Papers:** 15 minutes will be allotted for each oral presentation including discussion. Please note that for all oral presentations only Data Projection (PowerPoint) will be available for use by speakers.
5. **Proceedings:** There is a possibility of publishing the Proceedings of the Conference at a later stage as part of the *Journal of Indian Museums* by MAI or otherwise by the Organiser.
6. **Important Dates:** for presentation of papers (All Communications by Email only)

1	Submission of Extended Abstract (1200 words)	2010 December 15
2	Communication regarding acceptance of extended abstracts through email. (information also available on website.	2010 December 20
3	Submission of Full papers	2010 December 30